

PROSECUTOR II

DISTINGUISHING FEATURES

The fundamental reason the Prosecutor II exists is to perform journey-level professional legal work in prosecuting cases and includes an assignment to one of the following special program areas: Motions and Appeals, Domestic Violence, Zoning or other Agency prosecutions, Photo Enforcement, or Issuing in the Prosecution Division. This classification is not supervisory. Work is performed under guidelines of established office policies, court procedures, and rules of evidence and procedure and reports to the City Prosecutor. This is the full journey level class within the Prosecutor series. The Prosecutor II is distinguished from the Prosecutor I by the performance of the full range of duties as assigned and having full responsibility for one of the special program areas.

ESSENTIAL FUNCTIONS

Assists with training and mentoring other staff regarding policies and procedures for special program areas.

Acts as liaison with other City Departments and other governmental agencies.

Effectively performs more difficult research, motions and appeals work.

Appropriately analyzes case facts regarding sufficiency of evidence utilizing advanced professional legal skills.

Appropriately staffs cases for factual or legal sufficiency and appropriate disposition with less experienced attorneys.

Advises City employees in the drafting of City ordinances, to assure to the extent possible, achievement of City goals.

Develops appropriate parameters for collection of data appropriate to measure work of the special program area to which they are assigned.

Provides statistical data concerning effectiveness of the special program area to which they are assigned.

Assists City Prosecutor with developing and revising Division policies and procedures.

May provide consultation and research in code and rule development, or working independently on complex motions and appeals.

May act for the City Prosecutor in his/her absence.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Court procedures and applicable court rules

State, federal, and municipal laws, including current accepted case interpretations

Basic principles of civil and criminal law, rules of criminal procedure, and rules of evidence

Ability to:

Plan, organize, and direct the activities of a special program area.

Work on high profile cases having a special public interest.

Prepare clear, complete, accurate and logical written and oral reports using proper sentence construction, grammar, and punctuation.

Communicate effectively both orally and in writing.

Establish and maintain effective working relationships with City employees at all levels, City officials, and the general public.

Coordinate visual and muscular dexterity to enter data or information into a PC, terminal, or other keyboard device.

Operate a variety of standard office equipment, which require continuous and repetitive eye, arm or hand movement.

Be proficient in using a personal computer, a variety of computer software, and other equipment essential to performing daily activities.

Work in a team environment.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to three years in misdemeanor or felony prosecution trial experience. Requires graduation from an accredited school of law and membership in the Arizona Bar.

FLSA Status: Exempt

HR Ordinance Status: Unclassified